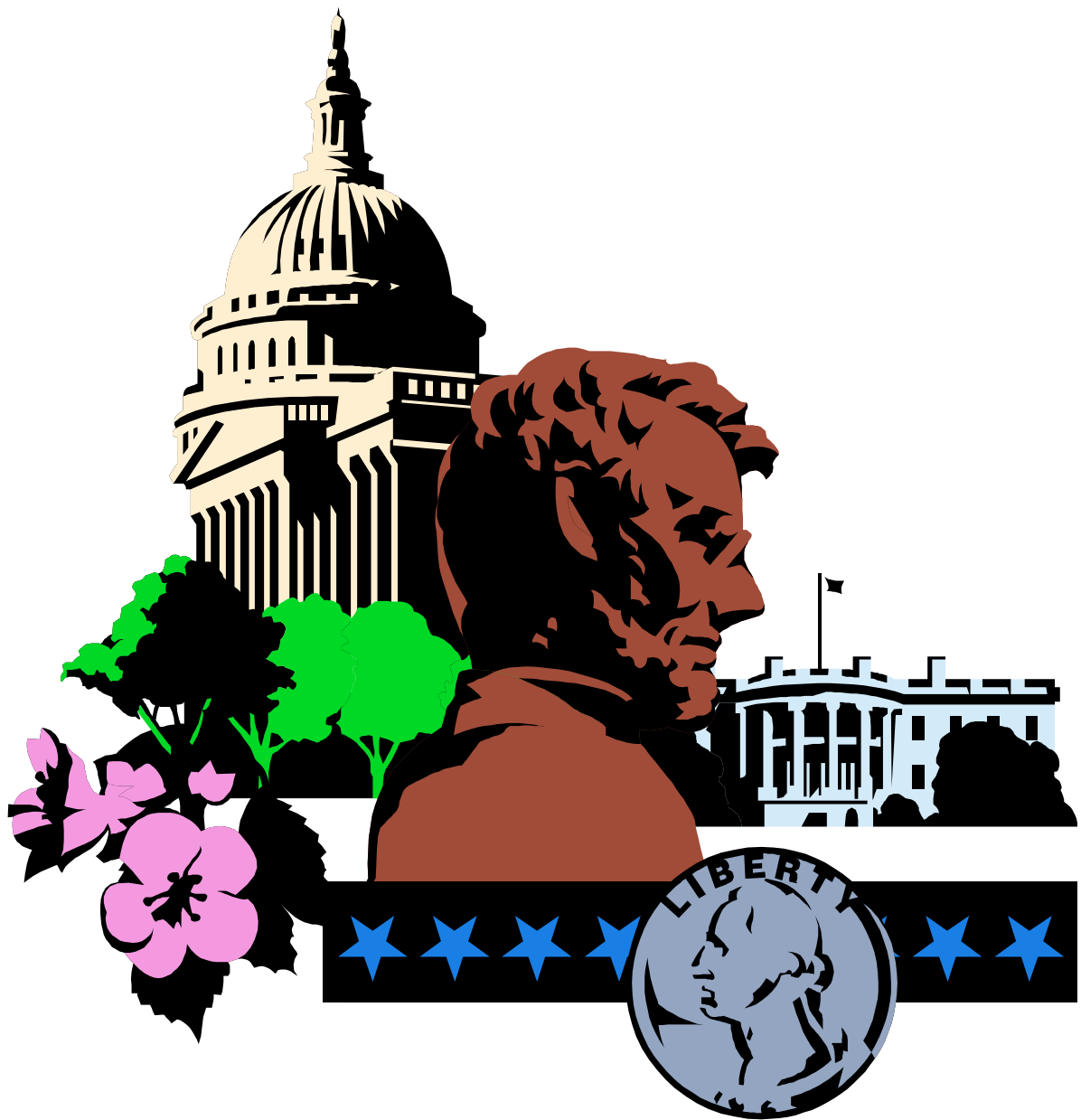


Quick Refresher

**What you may have forgotten since
U.S. Government 101**



U.S. Government

Branches of the Government



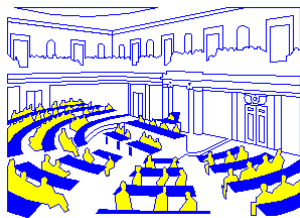
Branch	Symbolized by the —	Role
Executive 	Office of the President of the United States. The Executive Branch includes the Departments of -- <ul style="list-style-type: none"> • Agriculture • Commerce • Defense • Education • Energy • Health & Human Services • Housing & Urban Development • Interior • Justice • Labor • State • Transportation • Treasury • Veterans Affairs 	Enforce the law.
Legislative 	The U.S. Congress <ul style="list-style-type: none"> • U.S. House of Representatives • U.S. Senate 	Make the laws. No law can be adopted until passed in identical form by a majority of the members of each chamber.
Judicial 	The U.S. Supreme Court <ul style="list-style-type: none"> • Federal courts (created by Congress) • State and local courts (established by state governments) 	Interpret laws and decide whether they are compatible with the Constitution.

U. S. Congress

Divided into two chambers



United States Senate



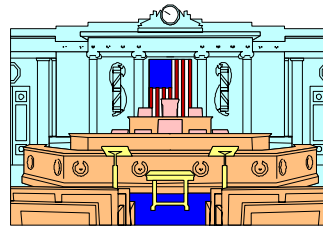
100 United States Senators

(two from each of the 50 states)

One-third elected every two years (even-numbered years) for six-year terms.

Note: If someone identifies him or herself as a Senator, keep in mind they may not be a U.S. Senator, because each state also has a senate and, therefore, state senators.

United States House of Representatives



435 United States Representatives

All 435 elected (or reelected) every two years on even-numbered years.

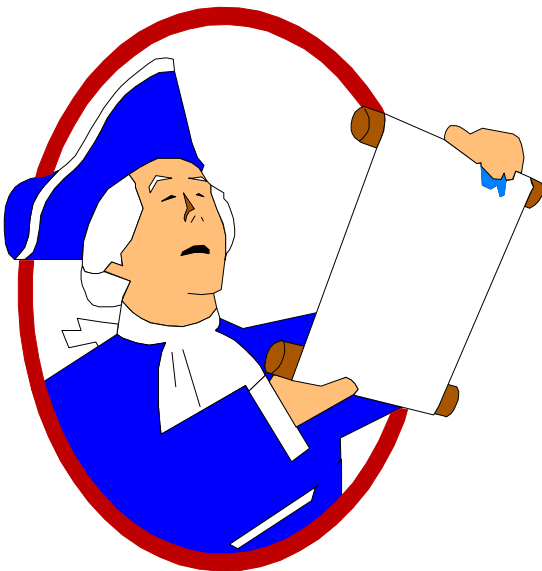
The Federal Census every 10 years determines each state's portion of the 435 Representatives; each state has at least one. The number of total representatives, 435, does not change. If a state is allotted five representatives, it would have five congressional districts.

Note: Along with 435 elected Representatives, there are four Delegates. One each from the Virgin Islands, American Samoa, the District of Columbia, and Guam. Also there is one Resident Commissioner from Puerto Rico. Although these "members" may not vote on the House floor, they may vote on legislation considered by the committees on which they serve.

Numbered Congresses

Congresses are numbered sequentially		
1st Congress	First	1789-1791
* * * * *		
102nd Congress		1991-1993
103rd Congress		1993-1995
104th Congress		1995-1997
105th Congress		1997-1999
106th Congress		1999-2001
107th Congress		2001-2003
108th Congress		2003-2005

Annual Sessions of a Numbered Congress.



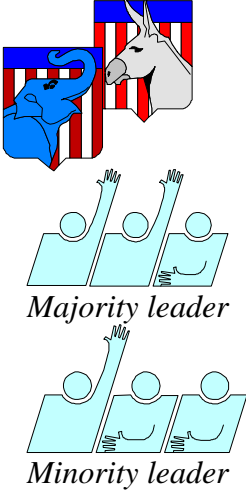

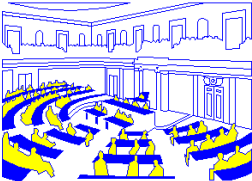

A congress usually holds two annual sessions, but some have had three sessions and the 67th Congress had four. A session usually begins in January and runs through October or until all 13 appropriations bills are passed.

106th Congress, *First Session* 1999

106th Congress, *Second Session* 2000

When a Congress expires, measures die if they have not yet been enacted.

Political Parties and Political Leaders

<p>Political Parties</p>  <p>Majority leader</p> <p>Minority leader</p>	<p>Most members are <i>Democrat</i> or <i>Republican</i>, however an <i>Independent</i> periodically gets elected as well. Note: GOP stands for Grand Old Party and is another name for the Republican party.</p> <p>Majority and Minority. The party with the most members elected to Congress, becomes the majority party. However, each chamber could have a different majority party, depending on the party membership in the House and the Senate individually.</p> <p>Majority Leader. Elected leader of the party with the most members in that chamber of Congress.</p> <p>Minority Leader. Elected leader of the party with the fewest members in that chamber of Congress.</p>
<p>Speaker of the House</p> 	<p>Elected by the House at the beginning of each Congress (every other year).</p> <p>The Speaker is second to the vice president in the line of succession to the presidency. As presiding officer, the Speaker maintains order in the House, manages the flow of legislation to the floor, and plans his party's legislative strategy.</p>
<p>President of the Senate</p> 	<p>The Vice President of the United States is designated in the constitution as presiding officer of the Senate. Senators address him and his surrogates as "Mr. President."</p>
<p>President Pro Tempore</p> 	<p>Elected by the Senate to preside over it during the absence of the vice president of the United States. He is usually the majority party senator with the longest continuous service in the chamber.</p>

Note: There are other officials that make up the party leadership, such as the majority and minority whip, but they are not described in this publication.

The members and their staff

Members of Congress

U. S. Representative		How to address --	
		In conversation	In Correspondence
<p>These members <i>represent</i> a particular (numbered) district within their state. *</p> <p><i>For example:</i> <i>You might see a listing for Congressman Bateman who represents the 1st district of Virginia as --</i> <i>Herbert H. Bateman (R-1-VA)</i></p>			
 <p>Each state has as many representatives as it has districts. The number is determined by the Federal Census every 10 years. Each state has at least one representative.</p>		<p>Congressman (last name) Representative (last name) Mr. or Mrs. (last name) Chairman (when presiding over committee or subcommittee)</p>	<p>Honorable (first and last name) Dear Congressman or Dear Mr. or Mrs. (last name) Dear Chairman (if letter addressed to committee)</p>
U. S. Senator		How to address --	
		In conversation	In Correspondence
<p>Senators represent the interests of their state. *</p> <p>Senator John W. Warner (R-VA)</p>			
 <p>Each state has two Senators, regardless of population.</p>		<p>Senator (last name) Chairman (when presiding over committee or subcommittee)</p>	<p>Honorable (first and last name) Dear Senator (last name)</p>

* Members also have oversight responsibilities associated with committees on which they serve.

Congressional Staff

Personal Staff *	Work as office staff in Washington, D.C., the Member's state or district office
Administrative Assistant (AA) or Chief of Staff	Supervises Member's staff
Military Legislative Assistant (MLA)	Works military matters in member's office
Scheduler or Executive Secretary	Handles appointments for the member
Press Secretary	Media coordinator and spokesperson
Staff Assistant	Works various issues in member's office

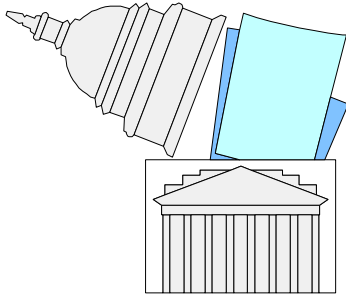


Professional Staff *	Works for a Congressional committee rather than in a Member's office
Staff Director	Leads Majority Staff of Committee or Subcommittee
Deputy Staff Director	Leads Minority Staff of Committee or Subcommittee
Professional Staff Member (PSM)	Works specific issues for committee

* Titles for personal and professional staff vary, but these are the most frequently used titles.

Committees

Power of the Committee

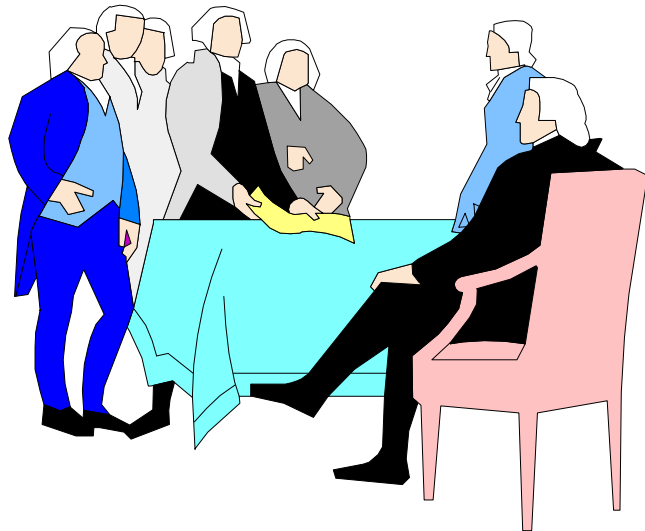


Several thousand measures are referred to committees during each Congress. Committees select a small percentage for consideration, and those not addressed often receive no further action. Determining the fate of measures and, in effect, helping to set a chamber's agenda makes committees powerful.

When a committee or subcommittee favors a measure, it usually takes four actions.

First, it asks relevant executive agencies [such as DOD] for written comments on the measure.

Second, it holds hearings to gather information and views from non-committee experts. Before the committee, these witnesses summarize submitted statements, then respond to questions from Members. (Other types of hearings focus on the implementation and administration of programs [oversight] or allegations of wrongdoing [investigative].)



Third, a committee meets to perfect the measure through amendments, and non-committee members sometimes attempt to influence the language.

Fourth, when language is agreed upon, the committee sends the measure back to the chamber, usually along with a written report describing its purposes and provisions and the work of the committee thereon.

The influence of committees over measures extends to their enactment into law. A committee that considers a measure will manage the full chamber's deliberation on it. Also, its members will be appointed to any conference committee created to reconcile the two chambers' differing versions of a measure.

Subcommittees

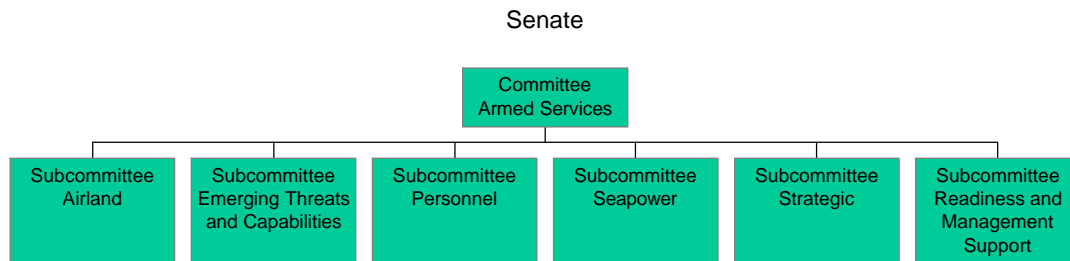
A panel of members appointed to perform a specific service

Most committees are divided into subcommittees. Each committee and subcommittee has a chairman and a ranking member. Besides representing their state or district, Members of Congress also have responsibilities related to their committee assignments. They usually seek appointments to committees that serve the interests of their state or district.

Chair. Usually the most senior member of the majority party, determined by the number of years the member has served on the committee.



Ranking member. Usually the most senior member of the minority party, simply referred to as the “the ranking member,” leads the committee agenda for the minority party of that chamber of Congress.



Authorizing committees. Produce authorization bills that establish or continue a federal agency, activity, or program for a fixed or indefinite period of time.

Authorizing committees may also establish policies and restrictions and deal with organizational and administrative matters.

Appropriations committees. Produce appropriations bills that permit federal agencies to incur obligations and make payments from the Treasury for specified purposes, usually during a specified period of time.

In a perfect world and as the Constitution intended, a program is first authorized (established as a requirement) and then funded (appropriated). However, over the years, appropriations committees have gone beyond the mere funding of programs while authorization committees have found ways to appropriate money through automatic spending, which comprises about 75% of the budget.

What this means is that a program could be authorized and not funded or funded but not authorized, which can create some dilemmas for those responsible for implementing the authorization and appropriations measures.

Defense committees and subcommittees

The following committees or subcommittees are often referred to, within DOD, as the “big four” and are the major ones that oversee the Department of Defense. The first two listed are authorizing committees, the other two are subcommittees of the House and Senate Appropriations Committees.

<h1>The Big Four</h1>	
<p><i>House Armed Services Committee (HASC)</i></p> <p>Prepares the annual defense authorization bill, which covers the breadth of the operations of the Department of Defense (DOD) as well as a significant portion of the annual operating budget of the Department of Energy. The DOD's annual budget involves millions of military and civilian personnel, thousands of facilities, and hundreds of agencies, departments, and commands located throughout the world. The committee performs general oversight on the structure and management of the Department of Defense and related topics.</p>	<p><i>Subcommittees</i> <i>Installations</i> <i>Personnel</i> <i>Procurement</i> <i>Readiness</i> <i>Research and Development</i></p> <p><i>Panels</i> <i>Morale, Welfare, & Recreation</i> <i>Merchant Marine</i></p>
<p><i>Senate Armed Services Committee (SASC)</i></p> <p>Defense and defense policy generally; aeronautical and space activities peculiar to or primarily associated with the development of weapons systems or military operations; maintenance and operation of the Panama Canal, including the Canal Zone; military research and development; national security aspects of nuclear energy; naval petroleum reserves (except Alaska); armed forces generally; Selective Service System; strategic and critical materials. The chairman and ranking minority member are non-voting members ex officio of all subcommittees of which they are not regular members.</p>	<p><i>Subcommittees</i> <i>Airland Forces</i> <i>Emerging Threats and Capabilities</i> <i>Personnel</i> <i>Readiness and Management Support</i> <i>SeaPower</i> <i>Strategic Forces</i></p>
<p><i>Defense Subcommittee</i></p> <p>of the House Appropriations Committee (HAC-Defense)</p>	<p><i>The House and Senate Appropriations Committees each have 13 subcommittees. Defense is one of them.</i></p> <p><i>NOTE: Military Construction is also an Appropriations Subcommittee.</i></p>
<p><i>Defense Subcommittee</i></p> <p>of the Senate Appropriations Committee (SAC-Defense)</p>	

Defense Reports, Bills, and Acts

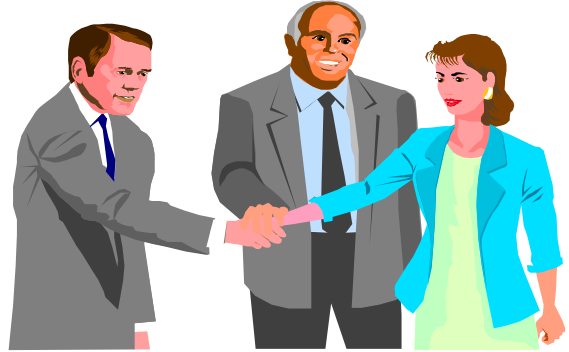
Each of the "big four" defense committees creates a report to accompany their version of the defense bill. The agreed to bill is the version that becomes law (the act).



Committee Reports	Conference Reports	Defense Bills	Defense Acts
<p>Committee Reports contain reasoning behind a measure, describe the measure, the committee's views, costs, and the changes it would make in existing law. Also includes certain impact statements.</p> <p>Reports are an extended version of the bill and contain everything in the bill and more.</p> <p>Committee reports are perhaps the most valuable single element of the legislative history of a law.</p> <ul style="list-style-type: none"> The courts, executive departments and agencies, and the public, use reports to determine the purpose and meaning of the law. Committee reports give details of the bill and describe its implications in layman's language to help agencies determine how to implement the law and to help the courts interpret the law to decide if it has been implemented correctly. 	<p>Conference reports are a consolidation of the two Committee Reports that have been agreed to by both the House and Senate conferees.</p> <p>Conferees are chosen by each chamber.</p>	<p>Defense Bills contain legal text.</p> <p>Bills become law, reports never do.</p> <p>Bills -- Engrossed or Enrolled.</p> <ul style="list-style-type: none"> Engrossed. The final copy as passed by one chamber -- with the text as amended by floor action. Enrolled. The final copy that has been passed in identical form by both chambers. 	<p>When a bill is signed, it becomes an "act of law;" hence the Defense Authorization Act is the version of the Defense Authorization Bill signed by the President, just as the Appropriations Bill becomes the Appropriations Act.</p>
How many of each?			
<p>One from each of the "big four" & MILCON</p> <ol style="list-style-type: none"> HASC Committee SASC Committee HAC-Defense Subcommittee SAC-Defense Subcommittee HAC-MILCON Subcommittee SAC-MILCON Subcommittee 	<ol style="list-style-type: none"> Defense Authorization Conference Defense Appropriations Conference Military Construction Conference 	<ol style="list-style-type: none"> Defense Authorization (authorizes MILCON) Defense Appropriations Military Construction Appropriations 	<ol style="list-style-type: none"> Defense Authorization (authorizes MILCON) Defense Appropriations Military Construction Appropriations

Conference Reports

- After the House and Senate have each agreed to their individual version of a bill, they appoint members to a conference committee to meet, resolve differences, and craft a new "agreed to" report, called the Conference Report.
- The Conference Report must be agreed to in both chambers and is an extended version of the bill that becomes the law.
- Both chambers prohibit amendments to a conference report and require it to be accepted or rejected in its entirety.



Defense Bills

- **Defense Authorization Bill** -- Gives authority to start or continue programs.
- **Defense Appropriations Bill** -- Allows money to be spent for programs that are authorized.
- **Military Construction Appropriations Bill** -- Allows money to be spent for construction projects authorized in the Defense Authorization Bill.

Defense Act - When a bill becomes an act (of law) --

After Congress approves a bill they send it to the White House.

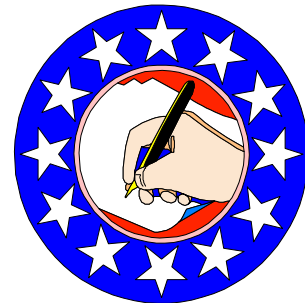


One of three things must happen before the bill becomes law.

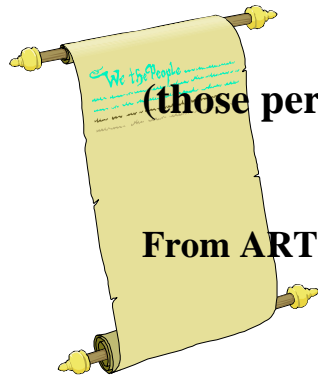
1. The President signs the bill.

2. The President receives the bill, but neither signs it nor returns it to Congress. Once ten days pass while Congress is in session, the bill automatically becomes law without a signature.

3. The President vetoes the bill, but Congress passes a veto override, which requires a two-thirds majority.



The Powers of Congress



(those pertaining to the Defense of the United States)

From ARTICLE 1. Section 8. Constitution of the United States

Congress shall have the power to --	Clause	Simply Put
Declare war, grant Letters of Marque and Reprisal, and make rules concerning captures on land and water	11	Declare war, hire ships for war.
Raise and support Armies, but no appropriation of money to that use shall be for a longer term than two years	12	Support an Army with a 2-year budget.
Provide and maintain a Navy	13	Maintain a Navy.
Make rules for the Government and regulation of the land and naval forces	14	Regulate the government and military forces; Courts-martial.
Provide for calling forth the militia to execute the laws of the union, suppress insurrections and repel invasions	15	National Guard purpose and readiness.
Provide for organizing, arming, and disciplining, the militia, and for governing such part of them as may be employed in the service of the United States, reserving to the states respectively, the appointment of the officers, and the authority of training the militia according to the discipline prescribed by Congress.	16	National Guard discipline and governing; officers appointed by each state.
Make all laws which shall be necessary and proper for carrying into execution the foregoing powers, and all other powers vested by this Constitution in the Government of the United States, or in any Department or Officer thereof.	18	The "Elastic Clause."